

## **City of Gustavus**

### **Library Administrative Director Position Description**

**Title:** Library Administrative Director

**Nonexempt Regular Part-time Position**

This is a part-time position shared with the Library Services Director.

**Supervisor:** City Administrator

**Summary:** This is a shared position with the Library Services Director to oversee Gustavus Public Library operations, including services, programs, and collection development, and to manage the facilities and volunteers. The Library Administrative Director collaborates on public relations work, however, primarily focuses on general library administration.

**Essential Duties and Responsibilities:**

**Library Administration**

- Supports and promotes the concept of intellectual freedom, specifically including the freedom of members of the public to access information and express ideas, even if the ideas might be considered unpopular or unorthodox.
- Strives to protect each patron's right to privacy, per AS 40.25.140. Confidentiality of library records.
- Selects and orders library materials in response to community needs and interests, including books for both children and adults, audio-visual materials, subscriptions, online databases, government documents and other reference materials.
- Selects, provides for maintenance of, and assists patrons with the use of computer, teleconferencing, and audio-visual equipment.
- Engages in regular virtual communication with patrons including regularly responding to patron emails, frequently checking and responding to voicemails, maintaining and updating the library website and online catalog database, and supporting library social media.
- Maintains inventory of library equipment, ensures proper function of equipment, and keeps the city informed about upcoming needs for equipment.
- Coordinates Interlibrary Loan Services, including communicating with patrons, coordinating with other libraries, maintaining ILL records and statistics, keeping track of due dates, and delivering/picking up ILLs from the post office on a regular basis.
- Weeds the library collection in accordance with the library's weeding policy. Maintains statistics on decommissioned materials, and redistributes or appropriately disposes of these items when necessary.
- Proctors tests (driver license; certifications; distance-delivery classes)
- Prepares, in consultation with the Library Board, City Clerk/Treasurer and

Mayor, the draft Library annual budget, including operational and capital requirements.

- Administers the Library annual budget as approved by the City Council.
- Controls and keeps accurate records of departmental expenditures within Council-approved budget appropriations, in accordance with City purchasing policies and procedures.
- Budgets time according to payroll budget approved by the City Council and work schedule approved by the Mayor.
- Prepares and submits reports of library activities and other reports to the City Council as scheduled and/or requested.
- Attends City Council General Meetings, Work Sessions, and other meetings relevant to library operation.
- Files an annual report of Library operations with the Alaska State Library.
- Files for E-rate discounts with the Universal Service Administrative Company, USAC.
- Provides technology support, and ensures technology is functioning and stays up to date.
- Collaborates with Library Services Director and the City Administrator to write grant proposals, administer grants, and submit grant reports.
- Collaborates with Library Services Director to assess and appropriately utilize donations and gifts to the library.
- Collaborates with Library Services Director to develop and implement fair and equitable circulation and service policies, and updates policies/procedures on a regular basis.
- Participates in training workshops and conferences related to public library operations, as approved by the Mayor or the City Administrator.
- Maintains the library space in a safe, well-organized, clean, and welcoming manner. Assists with and coordinates regular housekeeping, routine maintenance and replacement of fixtures, groundskeeping, snow shoveling, etc. Ensures library utilities, such as heating oil and water softening system, are functioning and maintained.
- Schedules and ensures library errands are completed on a regular basis, including: mail pick-up and delivery, waste and recycling disposal, redistribution or appropriate disposal of decommissioned materials, posting library flyers, etc.
- Other job-related duties as assigned.

**Assists the Library Services Director with the following:**

- Recruiting, training, and scheduling library volunteers for the circulation desk, work parties, and other functions.
- Ensuring that the library desk shifts are adequately staffed, including supporting volunteers in person or via phone during their desk shifts, covering desk shifts on a regular basis, and filling in for volunteers who are unable to make their shift.
- Developing creative service plans that meet the current needs of the community while maintaining the health and safety of staff, volunteers, and patrons.
- Cooperating with other organizations, locally and regionally, to develop

library programs that contribute to the needs of the community. Examples include working with preschool, school, and NPS to develop opportunities for patrons of all ages.

- Seeking out unique funding and partnership opportunities that will help the library better meet the current community needs.
- Supporting the annual Summer Reading Program, including the hire and supervision of part-time assistants, scheduling, and data tracking.
- Writing and issuing public notices, news stories, and other communication regarding library functions and programs.
- Coordinating meeting room reservations and other library spaces for patron use.

## **Required Minimum Qualifications**

### **Education and Experience**

- Graduation from high school or GED equivalent.
- One year of experience working with the public.
- General work experience involving leading, managing, training, and supervising workers or volunteers.
- Previous work experience in an administrative capacity.
- Background in library operations (desired).
- Previous experience in grant-writing (desired)

### **Knowledge, Skills and Abilities**

Position requires knowledge, skills, and abilities in:

- Communicating effectively orally and in writing.
- Establishing and maintaining effective working relationships with library volunteers, other employees, supervisors and the public.
- Basic computer skills using Microsoft software for word-processing and spread sheets.
- Familiarity with budget preparation and purchasing procedures.
- Strong organizational abilities.
- Creativity, flexibility, and effective problem-solving skills.
- Ability to multi-task and maintain professionalism during especially busy or stressful times.
- Ability to work cooperatively and non-judgmentally with people of all ages, backgrounds, and interests or beliefs.

## **Work Conditions**

### **Tools and Equipment Used**

- Equipment commonly used includes computers, printers, copy machines, projectors; DVD players; telephones and fax machines; video-conferencing equipment.
- Tools include stepladders for high-shelf access; carpentry tools for light repairs; housekeeping equipment; snow shovel during winter months.

### **Physical Demands**

The following are representative physical demands the Librarian is expected to encounter:

- Work includes prolonged sitting, as well as moderate lifting, carrying, reaching, stooping, pulling and pushing, manual dexterity; ability to be understood by public in a readily available form of communication.
- The Librarian must frequently lift and move boxes and other objects weighing up to 20 pounds, and occasionally up to 40 pounds.
- Light snow-shoveling in front of entry- and exit-doors, up to six inches.
- Light maintenance and housekeeping.

### **Work Environment**

The Librarian may be exposed to the following work conditions:

- An environment that may be very busy, with fluctuations of people and noise, with multiple simultaneous requests from patrons that may interrupt the librarian's previously scheduled plans.
- Groups of varying sizes, ages, and behaviors with different needs including large groups of children.
- Slippery conditions during periods of rain, snow, and ice in library parking lot and walkways.

### **Notice**

CoG 3.04.02 (d) (2)

Employees shall conduct City work only within the City of Gustavus, unless an employee is on an authorized business trip.

The examples of duties and responsibilities included in this position description are intended only as illustrations of the various types of work typically performed. The omission of specific statements of duties and responsibilities does not exclude them from the position if the work is similar, related or a logical assignment to the position.

This position description does not constitute an employment agreement between the City of Gustavus and an applicant for the position or an employee holding the position. The position description is subject to change by the City of Gustavus, in its sole discretion, as the needs of the City and requirements of the position change.